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EXIT PROCESSING FOR SEPARATION
OR EXTENDED LEAVE

DISTRIBUTION:

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Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020021-9

PERSONNEL

CONTENTS

25X1A

CONTENTS

<u>Paragraph</u>	<u>Page</u>
1. GENERAL	
2. PROCEDURES	
a. STAFF EMPLOYEES, TYPE I CONTRACT EMPLOYEES, AND DETAILED CIVILIAN PERSONNEL	
b. STAFF EMPLOYEES, TYPE I CONTRACT EMPLOYEES, AND DETAILED CIVILIAN PERSONNEL WHEN CLEARANCE MUST BE OBTAINED IN ABSENTIA	
c. DETAILED MILITARY PERSONNEL	
d. STAFF AGENTS.	
3. POSTSEPARATION PROBLEMS	

Figure No.

1. Form 21, FINAL CLEARANCE RECORD

Revised:

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020021-9

S E C R E T

1. (C) GENERAL

- a. The purpose of exit clearance processing is to ensure that the Agency's obligations to the departing individual and the individual's obligations to the Agency are properly discharged. Before individuals separate from the Agency or depart on extended leave of 60 calendar days or more, they are required to return or account for Government property issued to them and Agency or other Government records which are in their possession; arrange for settlement of any indebtedness to the Agency; be informed of any benefits (hospitalization, life insurance, accrued annual leave, etc.) to which entitled; and be briefed regarding cover, security, and special clearances held. In order that these obligations may be discharged in a timely and uniform manner, individuals must give notice of their intended separation or obtain approval for extended leave as soon as practical, but at least two weeks in advance of their last workday. Failure to give adequate notice may delay final settlement of pay, leave, and retirement accounts for an extended period of time after departure.
- b. This handbook applies to staff personnel, Type I contract employees, and civilian and military personnel detailed to the Agency whose exit processing is handled in headquarters.

2. (S) PROCEDURES

- a. STAFF EMPLOYEES, TYPE I CONTRACT EMPLOYEES, AND DETAILED CIVILIAN PERSONNEL

(1) The administrative officer of the component to which the individual is assigned will:

- (a) Notify the Personal Affairs Branch, Benefits and Services Division, Office of Personnel at least two weeks before the last day of duty, or immediately if the individual fails to give two weeks advance notice, and give the following information:
- (1) Full name and any other true names (not pseudonyms) which the individual has used in the Agency.
 - (2) Serial number.
 - (3) Project number (formerly FAN account).
 - (4) Grade.
 - (5) Funds from which paid (vouchered or confidential).
 - (6) Reason for separation or extended leave (except special cases handled by the Special Activities Staff, Office of Personnel).
- (b) Schedule a preexit interview for staff employees with the Professional Placement Branch, Staff Personnel Division, Office of Personnel for GS-07's and above and the Clerical Staffing Branch, Staff Personnel Division, for GS-06's and below; a preexit interview is not required for employees departing on extended leave.
- (c) Prepare Form 1152, Request for Personnel Action, for staff employees and detailed civilian employees, as required by [REDACTED] in sufficient time to reach the Personal Affairs Branch before the employee's last workday.

25X1A

S E C R E T

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020021-9 25X1A

PERSONNEL

- (d) Notify the Audit and Certification Division, Office of Finance if, according to the records of the component, the employee has received, used, or been a custodian of Agency funds within six months preceding the date of separation.
- (e) Notify the Central Cover Staff of the employee's pending departure, obtain instructions regarding the maintenance of cover legend as appropriate, and schedule an appointment for an interview.
- (f) Have the employee take Form 642, Central Emergency and Locator Record, to the Personal Affairs Branch on the last workday.
- (g) Provide guidance and assistance to the employee in the preparation of a written summary of Agency employment. The administrative officer will submit the draft summary to the following for review and approval: the employee's Career Service; Central Cover Staff, if the employee has ever served under cover; and the Office of Security. After final approval of the summary, the administrative officer will give the employee a separately typed copy of the text of the approved summary and send the original with the approval signatures to the Office of Personnel for retention in the Official Personnel Folder.
- (h) Notify Contract Personnel Division, Office of Personnel of the termination of an employee's contract.

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020021-9

S E C R E T

(2) The Personal Affairs Branch will:

- (a) notify all clearing components by "Weekly Advance Notice of Separations" of the pending separation or extended leave;
- (b) conduct the individual's final exit processing;
- (c) obtain from all clearing components positive verification or certification that the employee has satisfied personal obligations to the Agency or has made satisfactory arrangements to discharge them. If appropriate, indicate on Form 21, Final Clearance Record (figure 1), those components from which the employee must obtain clearance in person on the last workday;
- (d) instruct an employee who is going on extended leave to notify the Staff Personnel Division 30 days prior to return to duty for reporting instructions. This can be handled by either calling extension 3404 or furnishing the information by mail, addressing all correspondence to the Office of Personnel, CIA, Washington, D.C. 20505;
- (e) give the employee any necessary forms, such as Standard Form 55, Notice of Conversion Privilege, Federal Employee's Group Life Insurance Act; Standard Form 8, Notice to Federal Employee about Unemployment Compensation; and Standard Form 2802, Application for Refund of Retirement Deductions;

- (f) if the employee must report in person to any components on the last workday, provide Form 21, Final Clearance Record, and request that the individual report to those offices and return to the Personal Affairs Branch with the completed form;
 - (g) review the completed Form 21 to ensure that all required clearances have been properly verified or certified, complete the certification in the space provided at the bottom of Form 21, and forward the form, and when appropriate, Standard Form 2802, to the Office of Finance for retention;
 - (h) forward the Form 642, Central Emergency and Locator Record, amended if necessary, to the Transactions and Records Branch, Control Division, Office of Personnel where the information is coded and sent to the Office of Data Processing.
 - (i) for career associates, part-time contract employees, and any contract employees under nonofficial cover obtain the address to which the final tax document (Form W-2 or Form 1099) is to be mailed. This address should be forwarded to Compensation Division, Office of Finance.
- (3) The Professional Placement Branch will, upon receipt of notification from the administrative officer, schedule and conduct the preexit interview for an employee in grade GS-07 and above.

- (4) The Clerical Staffing Branch will, when warranted by circumstances, schedule and conduct the preexit interview for an employee in grade GS-06 and below.
- (5) The Office of Finance will arrange to pay the individual any moneys due and arrange for repayment if money is owed the Agency.
- (6) The Office of Security will
 - (a) obtain Agency badges from departing personnel or determine that all badges have been properly accounted for;
 - (b) conduct the security briefing and have departing personnel execute the appropriate Secrecy Agreement Reminders.
 - (c) obtain all classified and unclassified documents and material remaining in the individual's possession, custody, or control that are the property of CIA or the custodial responsibility of CIA;
 - (d) recover badges and, if requested, other documentation issued by or for the Agency if not surrendered on the last workday by the employee.
- (7) The Central Cover Staff will
 - (a) in collaboration with the component to which the individual is assigned, determine whether any previously established cover will be maintained. If so, instructions will be given regarding the cover legend to be used.

25X1C

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25X1A

25X1C

leave, and furnish this information to the Compensation Division, Office of Finance within two weeks following the date of separation, or as soon as possible thereafter.

- (8) The employee will
- (a) prepare a written summary of Agency employment for appropriate review and approval as delineated in paragraph 2a(1)(g) above;
 - (b) report to the Staff Personnel Division for the scheduled preexit interview;
 - (c) on the last workday turn in his or her regular badge to the Office of Security receptionist, obtain a temporary "No Escort" badge, and report to the Personal Affairs Branch with Form 642, Central Emergency and Locator Record, for final exit processing;
 - (d) report to Central Cover Staff for an interview as instructed;
 - (e) report to the External Activities Branch, Security Support Division, Office of Security for an interview as instructed on the last workday;

- (f) report to other components for clearances and return the completed Form 21 to the Personal Affairs Branch before departing the Agency.
- b. STAFF EMPLOYEES, TYPE I CONTRACT EMPLOYEES, AND DETAILED CIVILIAN PERSONNEL WHEN EXIT CLEARANCE MUST BE OBTAINED IN ABSENTIA
 - (1) The administrative officer of the component to which the individual is assigned will
 - (a) notify the Personal Affairs Branch as soon as possible of the separation or extended leave following procedures specified in paragraphs 2a(1)(a), (c), and (d) above;
 - (b) obtain from Central Cover Staff and forward to the employee instructions regarding the maintenance or elimination of cover legends as appropriate;
 - (c) ensure that the employee receives required documents, such as Standard Form 56, Agency Certification of Insurance Status; and Standard Form 2802, Application for Refund of Retirement Deductions, coordinating this action with the Personal Affairs Branch.
 - (d) retrieve and forward to External Activities Branch, Office of Security all documentation (including credentials and badges) issued by the Agency and have appropriate Secrecy Agreement Reminders executed. The Office of Security will attempt to retrieve such documentation when the administrative officer is unable to do so.

S E C R E T

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020021-9 25X1A

- (e) for career associates, part-time contract employees, and any contract employees under nonofficial cover obtain the address to which the final tax document (Form W-2 or Form 1099) is to be mailed. This address should be forwarded to Compensation Division, Office of Finance.
- (2) The Personal Affairs Branch, in cooperation with all clearing components, will ensure that clearance processing is completed.
- c. DETAILED MILITARY PERSONNEL
 - (1) The Military Personnel Branch, Staff Personnel Division, Office of Personnel will
 - (a) notify the administrative officer of the component to which the military detailee is assigned of the effective date of separation;
 - (b) conduct the preexit interview;
 - (c) prepare Form 21 and obtain from appropriate components of the Agency the positive verification or certification that obligations to the Agency have been satisfied or satisfactory arrangements to discharge them have been made;
 - (d) schedule the military detailee five days before the last workday for a security interview with the External Activities Branch, Office of Security;
 - (e) prepare Form 1152, Request for Personnel Action, in accordance with [REDACTED]

25X1A

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020021-9

S E C R E T

- (f) review the completed Form 21 on the last workday to ensure that all required clearances have been properly verified or certified, complete the certification in the space provided at the bottom of Form 21, and file the form in the military detailee's Agency file;
 - (g) conduct the final exit interview and obtain the Agency badge (to be forwarded to External Activities Branch, Office of Security);
 - (h) in the event it becomes necessary to obtain clearances on a military detailee in absentia, ensure that the clearance processing is completed.
- (2) The administrative officer of the component to which the military detailee is assigned will
- (a) notify the Audit and Certification Division, Office of Finance, and the Central Cover Staff and any Agency components which issued a special clearance still held by the military detailee;
 - (b) ensure that the military detailee has satisfied personal obligations to the component to which assigned or has made satisfactory arrangements to discharge them;
 - (c) obtain all internal clearances required.
- (3) The Office of Finance will arrange to pay the military detailee any moneys due, and if money is owed to the Agency, arrange for repayment.
- (4) The Office of Security will

- (a) conduct the security interview and have the departing personnel execute the appropriate Secrecy Agreement Reminders.
- (b) obtain all classified and unclassified documents and material remaining in the individual's possession, custody, or control that are the property of CIA or the custodial responsibility of CIA;
- (c) receive from Military Personnel Branch, Agency badges turned in by military detailees who have cleared the Agency in person and determine that all badges have been properly accounted for.

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25X1C

issued by or at the request of the Agency unless such documentation has been surrendered to another Agency component.

- (6) The military detailee will report to the component to which assigned and to other components of the Agency for clearances and return completed Form 21 to Military Personnel Branch on the last workday.

d. STAFF AGENTS

25X1C

- (1) Separation [REDACTED]

- (a) The administrative officer of the component to which the individual is assigned will

- (1) notify the Contract Personnel Division as far in advance as possible of the separation;

S E C R E T

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020021-9 25X1A

- (2) prepare Form 1152, Request for Personnel Action, as required by [REDACTED], in sufficient time to 25X1A reach the Contract Personnel Division before the individual's last working day;
- (3) notify the Audit and Certification Division, Office of Finance of the pending separation and obtain the address to which the final tax document (Form W-2 or Form 1099) is to be mailed. This address should be forwarded to Compensation Division, Office of Finance.
- (4) notify Central Cover Staff of the pending separation, obtain instructions regarding the maintenance of the individual's cover legend as appropriate, and schedule an appointment for an interview;
- (5) if appropriate, request direct refund of retirement deductions [REDACTED] obtaining the concurrence of Central Cover Staff and the Office of Personnel.

25X1C

(b) The Contract Personnel Division will

- (1) obtain from all clearing components the positive verification or certification that the individual has satisfied personal obligations to the Agency or has made satisfactory arrangements to discharge them;
- (2) ensure that the individual receives necessary forms, such as Standard Form 2802, Application for Refund of Retirement Deductions;

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020021-9

S E C R E T

S E C R E T

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020021-9

PERSONNEL

25X1A

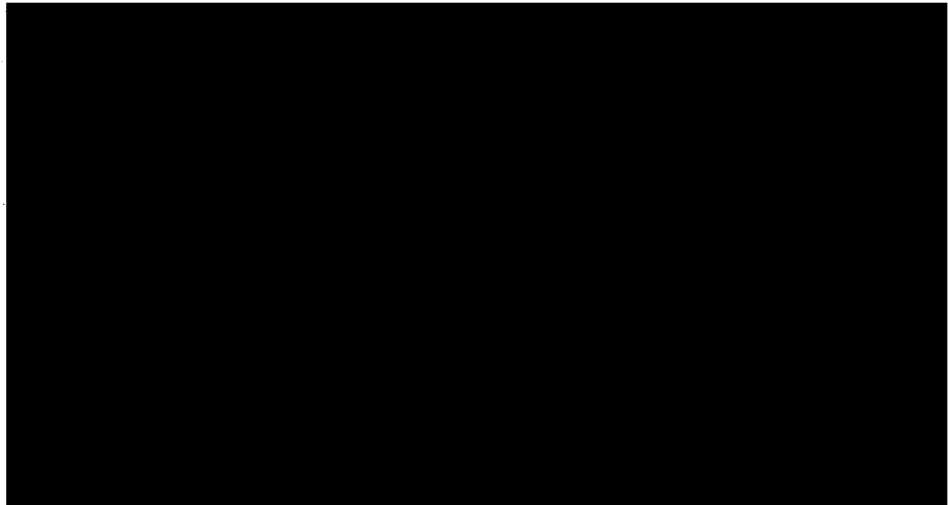
- (3) if the individual must report in person to any component (see [REDACTED] regarding approval for 25X1A staff agents to enter overt CIA buildings), provide the individual with Form 21, Final Clearance Record, and request that he or she report to those offices indicated and return to Contract Personnel Division with the completed form;
 - (4) forward completed Form 21 and, when appropriate, Standard Form 2802 to the Office of Finance.
- (c) The Office of Finance will arrange to pay the individual any moneys due and, if money is owed to the Agency, arrange for repayment.
- (d) The Office of Security will
- (1) conduct the security interview and have departing personnel execute the appropriate Secrecy Agreement Reminders.
 - (2) demand and receive from the individual all classified and unclassified documents and material in the individual's possession, custody, or control that are the property of CIA or the custodial responsibility of CIA;
 - (3) obtain badges, and, if requested, other documentation issued by or for the Agency, if not surrendered on the last workday.

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020021-9

S E C R E T

(e) The Central Cover Staff will

- (1) in collaboration with the component to which the individual is assigned, determine whether any previously established cover will be maintained; if so, give the separating individual instructions regarding the cover legend to be used;



25X1C

to the Compensation Division, Office of Finance within two weeks following the date of separation, or as soon as possible thereafter.

(2) Conversion to Staff Employee

(a) The administrative officer will

- (1) notify the Contract Personnel Division as far in advance as practical of the conversion to staff employee;
- (2) prepare resignation action [redacted] and excepted appointment action on Form 1152, Request for Personnel Action, in true name. A request for assignment of

25X1C

S E C R E T

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020021-9
PERSONNEL

25X1A

cover should be made in Section 18 of Form 1152
when conversion is to vouchered funds;

(3) ensure that the individual changes his or her Credit
Union account and Agency insurance records to true
name;

(4) notify the Office of Finance and the Central Cover
Staff of the conversion to staff employee status.

(b) The Contract Personnel Division will

(1) request security approval to convert the individual
to staff employee status;

(2) request the issuance of a staff employee badge.

(3) Separation in Absentia

The administrative officer of the component to which the
individual is assigned will

(a) notify the Contract Personnel Division as soon as
possible of the separation, following procedures
specified in paragraph d(1)(a) above;

(b) ensure that the individual receives required documents,
such as Standard Form 2802, Application for Refund of
Retirement Deductions;

(c) obtain from the Central Cover Staff and forward to
the individual instructions regarding the maintenance
or elimination of cover legends as appropriate;

(d) in cooperation with the Contract Personnel Division
ensure that clearance processing is completed;

S E C R E T

S E C R E T

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020021-9
PERSONNEL [REDACTED] 25X1A

- (e) retrieve and forward to External Activities Branch, Office of Security all documentation (including credentials and badges) issued by the Agency and have appropriate Secrecy Agreement Reminders executed. The Office of Security will attempt to retrieve such documentation when the administrative officer is unable to do so.
- (f) forward completed Form 21 and, when appropriate, Standard Form 2802 to the Office of Finance.

3. (C) POSTSEPARATION PROBLEMS

Any Operating Official or Head of Independent Office who encounters a postseparation problem concerning a former employee may refer the problem to the Director of Personnel, who will review the case with the official or officials involved; devise, in consultation with those officials, a course of action for settling the problem; and prepare and coordinate official correspondence regarding the case. This does not prevent Operating Officials or Heads of Independent Offices from corresponding directly with separated employees concerning problems relating to their specific areas of concern provided such correspondence is coordinated with the Central Cover Staff. To avoid possible conflict of information, copies of correspondence will be maintained in the former employee's Official Personnel Folder.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

JOHN F. BLAKE
Deputy Director
for
Administration

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